

# Citywide Program Expenditures



To respond to community expectations of a financially stable, efficiently run municipal government by maintaining financial control over various general City expenses not attributable to any one specific department.

# Citywide Program Expenditures

## Significant Budget Adjustments

Citywide Program Expenditures	Positions	Cost
<b>Personnel Expense Adjustments</b>	0.00 \$	5,294
Adjustments to reflect the annualization of the FY 2002 negotiated salary compensation schedule, average salaries, fringe benefits and other personnel expense adjustments.		
<b>Emergency Medical Services (EMS) Subsidy Increase</b>	0.00 \$	900,000
Increase will subsidize San Diego Medical Enterprise (SDMSE) for staffing of four ambulance units currently funded from profit. Profits are no longer sufficient to support the cost of the units. These units are located in Del Mar, Paradise Hills, Scripps Ranch and Tierrasanta.		
<b>Support for Office Space Program (Reimbursable)</b>	0.00 \$	700,000
Increase in rent expense for Office Space Program, to be completely offset by receipt of revenues for tenant improvements.		
<b>Support for Animal Regulation Services</b>	0.00 \$	598,101
Required increase to Animal Regulation Contract with the County of San Diego. The County's Department of Animal Control provides countywide services such as apprehension and containment of stray or threatening animals and enforcement of animal licensing requirements. The City's cost is based on a combination of population and number of requests originating from within San Diego City limits.		
<b>Non-Discretionary</b>	0.00 \$	495,423
Adjustments to reflect expenses that are determined outside of the department's direct control. Examples of these adjustments include utilities, insurance, and rent.		
<b>EMS Medicare Reimbursement Reduction Offset</b>	0.00 \$	25,000
Increase in EMS contract to offset reduction in Medicare per patient reimbursement for ambulance transport due to change in legislation.		

# Citywide Program Expenditures

## Significant Budget Adjustments (continued)

Citywide Program Expenditures (continued)	Positions	Cost
<b>UCSD Medical Contract Increase</b>  Increase to contract with UCSD based on Consumer Price Index. Contract pays the salary of the City of San Diego EMS Medical Director. This position develops and presents trainings to paramedics, develops dispatch protocols that are customized for the City, and reviews EMS Program procedures for quality and consistency.	0.00 \$	9,883
<b>Reduction of Ambulance Lease Payment</b>  Reduction of annual payments for ambulances. Payments for ambulances purchased through the Equipment and Vehicle Finance Program concluded in Fiscal Year 2002.	0.00 \$	(21,700)
<b>Removal of Redistricting Commission</b>  Activities of Redistricting Commission concluded December 31, 2001.	(1.00) \$	(164,703)
<b>Budgetary Savings Plan</b>  Reduces funding for maintenance and development of various software applications, data processing accounts, and the Small Business Enhancement Program's Commercial Rebate Program.	0.00 \$	(198,889)
<b>Transfer of Ethics Commission to New Department</b>  Ethics Commission established as a new budget department. No fiscal impact.	0.00 \$	(300,000)
<b>Reduction in New Development Program</b>  Reduction due to deferral of various information technology projects for Fiscal Year 2003.	0.00 \$	(500,000)

# Citywide Program Expenditures

Citywide Program Expenditures			
	FY 2001 ACTUAL	FY 2002 BUDGET	FY 2003 PROPOSED
Positions	12.00	15.00	14.00
Personnel Expense	\$ 2,095,471	\$ 1,936,703	\$ 1,846,352
Non-Personnel Expense	37,043,812	38,917,771	40,556,531
<b>TOTAL</b>	<b>\$ 39,139,283</b>	<b>\$ 40,854,474</b>	<b>\$ 42,402,883</b>

Department Staffing	FY 2001 ACTUAL	FY 2002 BUDGET	FY 2003 PROPOSED
<b>GENERAL FUND</b>			
Accounting and Information Processing	1.00	1.00	1.00
Citizens' Review Board	2.00	2.00	2.00
Citywide Drug Testing	1.00	1.00	1.00
Council Budget Liaison	0.00	1.00	1.00
Docket Services	2.00	2.00	2.00
Emergency Medical Services Program	3.00	3.00	3.00
Human Relations Commission	3.00	3.00	3.00
Redistricting Commission	0.00	1.00	0.00
Special Consulting Services	0.00	1.00	1.00
<b>Total</b>	<b>12.00</b>	<b>15.00</b>	<b>14.00</b>

# Citywide Program Expenditures

Department Expenditures	FY 2001 ACTUAL	FY 2002 BUDGET	FY 2003 PROPOSED
<b>GENERAL FUND</b>			
Accounting and Information Processing	\$ 863,194	\$ 934,129	\$ 956,520
ADA Paratransit Services Program	150,918	150,918	150,918
Animal Regulation Services	3,530,412	3,959,897	4,557,998
Annual Audit	100,600	100,600	100,600
Assessments to Public Property	197,377	260,000	260,000
Citizens' Review Board	211,309	216,186	227,431
City GIS/SanGIS	659,835	599,782	592,832
Citywide Drug Testing	159,250	166,047	165,586
Citywide Elections	446,970	413,376	413,376
Citywide Training	183,973	172,439	172,439
Council Budget Liaison	-	100,000	102,532
Data Proc/Telephone-Legislative Services	615,546	642,767	663,628
Data Processing/New Development	8,038,715	8,035,373	7,398,644
Diversity Commitment	516,228	513,753	513,753
Docket Services	128,438	127,037	129,323
Emergency Medical Services Program	498,113	590,588	575,667
EMS Transport Provider	650,000	650,000	1,575,000
Employee Personal Property Claims	7,687	10,917	10,917
Energy Conservation Program	-	119,526	119,526
Ethics Commission	-	300,000	-
Exceptional Performance Compensation	-	446,625	446,625
Fellowship Program	102,837	84,021	84,021
Health	26,562	16,273	16,273
Human Relations Commission	304,783	315,980	328,104
Insurance	343,779	649,250	1,215,000
Management Compensation	253,901	303,694	297,250
Medicine and Public Health Scholarships	271,875	-	-
Memberships	403,852	388,625	388,625
Municipal Activities	53,435	12,406	12,406
Nuisance Abatement Fund Transfer	-	49,284	49,284
Office Space/Master Lease	8,460,423	7,543,701	8,123,201
Optimization Program Transfer	245,334	244,994	244,994
Parking Meter Districts	1,753,000	2,276,892	2,276,892
Printing and Mail Services	220,278	93,235	85,450
Property Tax Administration	1,645,010	1,827,643	1,827,643
Public Liability Claims Fund	5,237,454	5,853,600	5,853,600
Redistricting Commission	-	161,667	-
Refuse Container Fund	-	120,000	120,000
Reimbursement to Capital Outlay	38,676	111,489	111,489
Small Business Enhancement Program	1,734,279	1,184,750	1,159,107
Special Consulting Services	806,191	627,491	596,710
Special Pay	297	187,547	187,547
Transportation Alternatives	227	-	-
Transportation Subsidy	278,000	278,077	278,077
Travel Contingency	525	13,895	13,895
<b>Total</b>	<b>\$ 39,139,283</b>	<b>\$ 40,854,474</b>	<b>\$ 42,402,883</b>

# Citywide Program Expenditures

## Division/Major Program Descriptions

### Accounting and Information Processing

This program provides funding for General Fund departments' share of data processing charges for the financial accounting systems used Citywide, such as the Accounting and Management Resource Information System, the Accounts Payable System, City Automated Personnel Payroll System and online accounting reports viewing system.

### Americans with Disabilities Act Paratransit Service Program

The City's Dial-A-Ride Program for low income residents with disabilities ended on June 30, 1995. Funding for the program has been allocated to the Metropolitan Transit Development Board in order to offer a service that complies with the Americans with Disabilities Act. This program reflects a portion of the City's funding level requirement associated with Proposition A, TransNet Maintenance of Effort.

### Animal Regulation Services

The County of San Diego, through agreement with the City of San Diego, provides animal control services to the City. This program provides the funding for this contract.

### Annual Audit

An independent certified public accounting firm is retained to conduct annual audits of the City's financial operations. As a result of these audits, the firm reports on the financial position of the various funds of the City, the propriety of accounting principles followed, compliance with applicable laws and the accountability of officers and employees. This program finances the audit of all City General Funds and related costs. All other Non-General Fund departments and City agencies budget for the services of the same independent auditor in their respective budgets.

### Assessments to Public Property

Special Maintenance Assessment Districts have been established for lighting, open space and public improvements. This program provides for the assessments on City-owned land within each of these areas. The costs are dependent upon the number of districts, the purchase and/or sale of land within these districts and the cost and amount of maintenance performed.

### Citizens' Review Board on Police Practices

The Citizens' Review Board on Police Practices reviews and evaluates serious complaints brought forward by the public against the Police Department. The board also reviews and evaluates the administration of discipline arising from these complaints. Following review and evaluation, the board may propose alternative action to the Police Chief and City Manager.

# Citywide Program Expenditures

## Division/Major Program Descriptions (continued)

### City Geographic Information Systems/San Diego Geographic Information Source

The San Diego Geographic Information Source (SanGIS) is a City/County Joint Powers Agreement established in June 1997 by the City Council and the County Board of Supervisors. SanGIS was established to maintain and promote the use of a regional geographic data warehouse for the San Diego area. One of the main goals of Geographic Information Systems (GIS) in the City of San Diego is to have an enterprise-wide seamless system that allows easy access to the 200 layers of information the City has available. By having an increasing number of departments become part of the GIS enterprise-wide system, the City has access to more layers of information that management can use when making tactical and operational decisions.

### Citywide Drug Testing

This program provides staff and related non-personnel expenses to maintain the City of San Diego's commitment to a drug-free work environment.

### Citywide Elections

This program provides funding for contractual City election expenses. Election program costs include a contract with the Registrar of Voters to provide the following services: tabulating the number of registered voters in the City, verifying candidate nominating signatures and other petition signatures, establishing voter precincts, providing for polling places and voting machines, printing and mailing sample ballots, tabulating votes and producing the canvas of returns. This program also includes the costs of Election Central, inaugural expenses, election information on the Internet and publication of the City's ethics laws which include the campaign control ordinance.

### Citywide Training

This program provides for training needs identified by the City Manager's Office for implementation Citywide. This program has been designed to enhance technical, managerial and supervisory skills and provide City employees the opportunity to focus on their professional development. Various City departments absorb many of the costs associated with training. This program provides funding for those costs not absorbed by departments.

### Council Budget Liaison

This program provides funding for the provision of independent budget analysis to the Mayor and Council members, providing them a more in-depth knowledge of City departments, activities, programs and priorities, thus enabling the Council to better set policy and priorities for the City.

# Citywide Program Expenditures

## Division/Major Program Descriptions (continued)

### Data Processing/ New Development

This program reflects the management of information services and systems. Three Citywide projects are under development: 1) Centralized Accounts Receivable Tracking System, 2) Injury Tracking and Safety System, and 3) Standard Office Suite Conversion. This program also includes a General Fund contribution to Information Technology and Communications for ongoing Information Technology staff, and Cable Television Program costs, and funding for the City's E-Government Program, as well as funding for the ongoing maintenance and enhancement of the Financial Management Information System and the On-line Purchasing Information System.

### Data Processing/ Telephone- Legislative Services

This program provides funding for the data processing and telephone requirements of the Mayor and City Council offices.

### Diversity Commitment

This program provides funding for the City of San Diego's ongoing commitment to diversity in the City workforce. The program includes training by in-house and external consultants, training notebooks, supplies, facilities and other logistical materials.

### Docket Services

This program ensures that Manager's Reports and Requests for Council Action are processed accurately, completely and according to established guidelines.

### Emergency Medical Services (EMS) Program

This program is the result of a City Council approved redesign of Emergency Medical Services (EMS) delivery system. It was created with the transfer of the paramedic administration function from the Fire and Life Safety Services Department during Fiscal Year 1997. The program is mandated through a City/County contract and is responsible for ensuring high quality emergency medical services to the citizens of San Diego through clinical oversight, quality assurance and improvement, monitoring of First Responder Medic Engines and the transport provider's response times, as well as financial and operational oversight of the entire EMS system.

# Citywide Program Expenditures

## Division/Major Program Descriptions (continued)

### Emergency Medical Services (EMS) Transport Provider

This program provides the General Fund contribution to the Fire and Life Safety Services EMS Revenue Fund. The EMS Revenue Fund provides the primary Advanced Life Support ambulance coverage through the San Diego Medical Services Enterprise, Limited Liability Company whose members are the City of San Diego and Rural/Metro of San Diego, Inc. The program provides ambulances on a 24-hour basis that are staffed by paramedics and emergency medical technicians. This portion of the program also manages the implementation and function of the medical dispatch staff and Computer Aided Dispatch system.

### Employee Personal Property Damage Claims

This program provides funding to reimburse City employees for personal property damaged during the course of employment.

### Energy Conservation Program

This program provides funding for the General Fund's portion of the Energy Conservation Program, whose objective is to explore incentives, innovative technologies and development of a long-term strategic energy plan and education programs to encourage energy conservation by City residents, businesses, new private developments, and City facilities.

### Exceptional Performance Compensation

This program provides funding for exceptional performance awards to classified and unclassified employees in the General Fund.

### Fellowship Program

This program provides an opportunity for high potential students from historically disadvantaged backgrounds to promote their academic and professional credentials through a sponsored program of graduate studies and hands-on management experience

### Health

Under state law, San Diego County is required to provide basic health services within the City of San Diego including vector control, water quality monitoring and massage technician licensing. This program provides funding for the massage technician proficiency exams performed to comply with massage establishment and massage technician licensing requirements. The Water Department budgets for the vector control services and the Metropolitan Wastewater Department budgets for the water quality monitoring services.

# Citywide Program Expenditures

## Division/Major Program Descriptions (continued)

### Human Relations Commission

This program provides staff support to an advisory board to the City Council and City Manager. The Commission advises the Mayor, City Council and City Manager on methods of ensuring that all residents of the City have equal access to economic, political and educational opportunities; equal access to accommodations in all business establishments in the City of San Diego and equal service and protection by public agencies. The Commission collaborates with community groups, public and private agencies and law enforcement to create comprehensive and effective educational programs, which address interracial, inter-religious and intercultural understanding. It also investigates and mediates discrimination complaints of employment, housing and public accommodations.

### Insurance

This program provides for payment of the annual premium for the City's fire, property and other insurance policies on City-owned buildings.

### Management Compensation

This program funds the Management Benefits Plan for unclassified employees in General Fund departments.

### Memberships

This program provides funding for the City's dues in various organizations including: San Diego Association of Governments (SANDAG), League of California Cities, National League of Cities, Public Technology, Inc., U.S. Conference of Mayors, and other miscellaneous memberships.

### Municipal Activities

This program provides funding for administrative and municipal activity expenses of the Mayor, City Council, City Attorney and City Manager in promoting City interests.

### Nuisance Abatement Fund

This program provides funding necessary for the Nuisance Abatement Superfund to cover up-front costs of abatement of unsound buildings and/or boarding and securing of such structures. Up-front costs will be recovered in time through liens against the private properties involved.

# Citywide Program Expenditures

## Division/Major Program Descriptions (continued)

### Office Space/Master Lease

Within this program, the City budgets for office space requirements outside of City-owned buildings for General Fund departments.

### Optimization Program Transfer

This budget reflects the General Fund contribution for costs associated with the Optimization Program. The Optimization Program serves as an internal management consultant to City departments, providing professional services in the areas of reengineering, process improvement and performance management. The program also administers the City's Resident Satisfaction and Service Priority Ranking Surveys.

### Parking Meter Districts

This program provides funding to the Parking Meter Districts. The program distributes a portion of parking meter revenue to three designated districts, which may be used for street improvements, parking lots, parking structures, valet parking, signage, landscaping, extraordinary maintenance, and security. The designated districts are Downtown, Uptown, and Mid-City.

### Printing and Mail Services

This program includes the costs of printing information pamphlets as well as the City's Annual and Proposed Budget documents, the Service Efforts and Accomplishments document, Manager's Reports and Administrative Regulations. This program also provides mail service support for the various programs in this department.

### Property Tax Administration

In Fiscal Year 1991, the State of California adopted legislation that provides for counties to charge cities their proportionate share of the cost of administering the property tax collection process. This program provides funding for this expense. The City receives interest earnings on property taxes from the County of San Diego for property tax administration, offsetting the actual cost to the General Fund.

### Public Liability Claims Fund

The City is self-insured for any public liability claim arising from real or alleged tortious acts on the part of the City, including claims for bodily injury, property damage, inverse condemnation, false arrest and errors and omissions. Budgeted funding reflects the General Fund contribution to the Public Liability Claims Fund to pay claims awarded during the year.

# Citywide Program Expenditures

## Division/Major Program Descriptions (continued)

### Refuse Container Fund

Provides funding for periodic replacement of refuse containers for Environmental Services Department.

### Reimbursement to Capital Outlay

Costs of the design phase of capital improvement projects may not be charged to a project until such time as the contract is awarded. For those capital improvement projects that are abandoned, the costs of the design phase may not be recovered from capital improvement funds according to the City Charter. Therefore, the City maintains a Capital Outlay Internal Service Fund through which departmental costs can be charged and recovered. This program provides the General Fund contribution to the Internal Service Fund.

### Small Business Enhancement Program (SBEP)

In Fiscal Year 1996, the City Council lowered the Business Tax Certificate fee for businesses with 12 or fewer employees to \$34, of which \$14 was reserved for recovery of the Treasurer's cost of collection and \$20 was reserved to fund the Small Business Enhancement Program (SBEP).

A SBEP Committee appointed by the City Council returned in November 1995 with a five-point program to both strengthen and enhance the delivery of services to the 60,000 businesses within the City, funding the program via Business Tax Certificate fees. The program provides funding to more than 30 organizations partnering with the City's Office of Small Business to provide the enhanced services.

Assistance is provided to businesses through the Storefront Improvement, Business Outreach, Infrastructure Impact, and Ombudsman programs and through a Small Business Assistance grant program for non-profit service providers. The SBEP also funds the Neighborhood Business District Development and Main Street programs through the Business Improvement Districts (BIDs) Council, a collaboration of the City's 19 BIDs.

### Special Consulting Services

This program provides funding for special consulting services on various issues, such as services to people with disabilities, feasibility studies related to financing various projects and various expenses required to effectively manage the City organization.

### Special Pay

This program was established during Fiscal Year 1998 to provide funding for negotiated special pay adjustments for various position classifications.

# Citywide Program Expenditures

## Division/Major Program Descriptions (continued)

### Transportation Subsidy

This program provides funding to subsidize City employees' commuting costs for various modes of public transportation.

### Travel Contingency

This program provides funding for travel expenses incurred as a result of representing the City of San Diego before other governmental agencies, particularly for grants, business development and promotion of the City.

## Salary Schedule

### GENERAL FUND

#### Citywide Program Expenditures

<i>Class</i>	<i>Position Title</i>	<i>FY 2002 Positions</i>	<i>FY 2003 Positions</i>	<i>Salary and Fringe</i>	<i>Total</i>
1107	Administrative Aide II	1.00	<b>1.00</b>	57,978	57,978
1218	Associate Management Analyst	1.00	<b>1.00</b>	73,980	73,980
1349	Info Systems Analyst III	1.00	<b>1.00</b>	81,141	81,141
1662	Personnel Assistant II	1.00	<b>1.00</b>	55,709	55,709
1726	Principal Clerk	1.00	<b>1.00</b>	60,870	60,870
1776	Public Information Clerk	1.00	<b>1.00</b>	44,744	44,744
1876	Executive Secretary	2.50	<b>2.00</b>	60,387	120,773
2164	Management Asst to City Mgr	1.00	<b>1.00</b>	74,348	74,348
2212	Council Representative II	1.00	<b>1.00</b>	102,532	102,532
2266	Asst to Exec Dir Human Rel	1.00	<b>1.00</b>	87,116	87,116
2268	Executive Director	2.00	<b>2.00</b>	112,890	225,780
2270	Program Manager	1.50	<b>1.00</b>	108,793	108,793
	Ex Perf Pay-Unclassified	0.00	<b>0.00</b>		455,338
	<b>Total</b>	<b>15.00</b>	<b>14.00</b>		<b>\$1,549,102</b>
<b>CITYWIDE PROGRAM EXPENDITURES</b>		<b>15.00</b>	<b>14.00</b>		<b>\$1,549,102</b>
<b>TOTAL</b>					

# Citywide Program Expenditures

## Five-Year Expenditure Forecast

	<b>FY 2003 PROPOSED</b>	<b>FY 2004 FORECAST</b>	<b>FY 2005 FORECAST</b>	<b>FY 2006 FORECAST</b>	<b>FY 2007 FORECAST</b>
Positions	<b>14.00</b>	14.00	14.00	14.00	14.00
Personnel Expense	<b>\$ 1,846,352</b>	\$ 1,901,743	\$ 1,958,795	\$ 2,017,559	\$ 2,078,085
Non-Personnel Expense	<b><u>40,556,531</u></b>	<b><u>\$ 41,773,227</u></b>	<b><u>\$ 43,026,424</u></b>	<b><u>\$ 44,317,216</u></b>	<b><u>\$ 45,646,733</u></b>
TOTAL EXPENDITURES	<b>\$ 42,402,883</b>	\$ 43,674,969	\$ 44,985,218	\$ 46,334,775	\$ 47,724,818

### Fiscal Year 2004 - Fiscal Year 2007

No major projected requirements.

